Writing an article for *The Consultant* provides you with an opportunity to become a published author and share expertise with fellow pharmacy professionals. *The Consultant* provides news relevant to pharmacists practicing in the consulting field, including long-term care, managed care, nuclear pharmacy, home infusion and more. The Consultant and Specialty Pharmacists of Michigan (CSPM) is always looking for volunteer authors to contribute pieces on topics that are of interest to them or that they’d like to share knowledge of with fellow practitioners.

The following are some general guidelines for submitting articles for *The Consultant*. If you have any questions, please contact MPA Communications Manager, Jamie James, at (517) 377-0232 or Jamie@MichiganPharmacists.org.

**FORMATTING**

- **Byline** – Please include your full name and any applicable credentials. If multiple authors contributed to the piece, please list them in the order you would like them to be in the publication.
- **File format** – Microsoft Word preferred
- **Line spacing** – Single spaced
- **Font** – 12 pt., Garamond font
- **Length** – Articles are typically 300-500 words in length.
- **Margins** – 1” all around
- **Photos** – If you have any photos that accompany your article, please be sure to submit high-resolution .jpg, .png, .tiff or .gif files. In addition, please include captions and identify any individuals and/or actions in the photo(s).
- **Copyright permission** – If you have anything in your article such as photo(s), tables/charts or other graphics that required permission for use/publication, you must submit the appropriate copyright documentation to MPA with your materials.
- **References** – A complete list of references must be included with your article. References must be cited in numeric order within the text (superscript number after the appropriate sentence[s]) and a corresponding numerical listing of references must be included at the end of the article.
- **Other Enhancements** – You’re encouraged to include graphs, tables, charts, etc. in the article. If these are graphics, please use the guidelines for photos above and submit them as separate, high-resolution files with your article. In addition, please note the copyright permission information above.

**DEADLINES AND SUBMISSION**

- **Article deadlines for volunteer authors** are as follows:
  - January edition – second Monday in January
  - June edition – second Monday in May
  - October edition – first Wednesday in October
- **Articles and any accompanying materials** can be submitted electronically to Communication@MichiganPharmacists.org or online at www.MichiganPharmacists.org/publications/contribute.